

## FORMS / PUBLICATIONS REQUISITION (DMT-25) DISTRIBUTION INSTRUCTIONS

Visit our Internet Forms Library at <http://www.dhfs.wisconsin.gov/forms/index.htm> to see what forms we have on-line!

**External Customers:** When providing your mailing address, include an appropriate mailing address such as a street address. The United Parcel Service will not deliver to a P. O. Box.

**All Customers:** Please **do not remove carbon between white and yellow copies**, but do remove the carbon between the yellow and blue copies. Please do not detach white and yellow copies from the top binder.

**Distribution of the DMT-25,** Forms/Publication Requisition is located in the lower left corner. It reads:

White - Division Forms Manager    Yellow - Division Forms Manager    **Blue - Retain**

Requisitions sent directly to the DHFS Forms and Publication Center will cause an unnecessary delay in receiving your forms and publications. The Forms and Publication Center may not fill an order without first obtaining the appropriate Division Forms/Publications Manager's approval. The following should be of assistance if you do not know to whom to send the requisition.

**DHFS Staff:** Copy paper orders do not require manager approval. Please include your purchase order number on the requisition.

DHFS forms are prefaced with a three letter identifier.

Publications are also prefaced with a three letter identifier the same as indicated below except that a "P" is substituted for the first letter.

<u>Prefix</u>	<u>Division Forms/Publication Manager</u>	<u>Division and Address</u> (use division name when addressing mail)
*CFS	*Chris Thomas      608-264-9836 Thomaci@dhfs.state.wi.us	Children and Family Services, Rm 551, P.O. Box 8916, Madison WI 53708
*PFS	*Norma Donovan      608-267-7932 Donovns@dhfs.state.wi.us	Children and Family Services, Rm 550, P.O. Box 8916, Madison WI 53708
*DSL & PSL DDE & PDE	Lois Mulder      608-266-8502 <a href="mailto:Muldelj@dhfs.state.wi.us">Muldelj@dhfs.state.wi.us</a>	Disability and Elder Services Rm 850, P.O. Box 7851, Madison WI 53707 <b>Bureau of Quality Assurance forms ONLY – Contact:</b> Diane Evensen, Room 1150, P. O. Box 2969, Madison WI 53707 <a href="mailto:evensdl@dhfs.state.wi.us">evensdl@dhfs.state.wi.us</a> , 608-266-8368
DMS,DMT,EXS HSS,HFS,BIS PMS,PMT,PXS	Patricia Brinkman      608-261-8333 brinkpa@dhfs.state.wi.us	Management & Technology, Rm B174, P.O. Box 7850, Madison WI 53707 <b>Note: Administrative Codes are an exception. Send orders to the appropriate division publications manager responsible for the program area. Codes also begin with the prefix HSS or HFS.</b>
DOH & POH DPH & PPH	Cris Caputo      608-267-9054 Caputcl@dhfs.state.wi.us	Public Health, Rm B158, P.O. Box 2659, Madison WI 53701-0309
HCF & PHC	Steve Bowe      608-261-4954 Bowesh@dhfs.state.wi.us	Health Care Financing, Rm 665, P.O. Box 309, Madison WI 53701-0309
OSF & PSF	Sue Beck      608-266-5348 Becksv@dhfs.state.wi.us	Office of Strategic Finance, Rm 618, P.O. Box 7850, Madison WI 53707

**\*Note:** Forms and publications with the former prefix **DCS** or **PCS** should be directed to one of these individuals: Disability and Elder Services Items: Contact Curtis Wittwer. Other Items: Contact either Norma Donovan (publications) or Chris Thomas (forms).

Forms with a **DES** prefix relating to food stamps and medical assistance: Contact Steve Bowe. **Other DES** items: Contact the Department of Workforce Development, Gayle Hariu at 608-266-9936 or [gayle.hariu@dwd.state.wi.us](mailto:gayle.hariu@dwd.state.wi.us)

When preparing a requisition for forms or publications with more than one prefix, mail to the Division Forms/Publication Manager responsible for the majority of the forms/publications ordered. This individual will route the order to the next manager for approval.

**If you have questions:** Contact appropriate person shown above or the Acting Department Forms Officer, Steve Bose, at (608) 267-2215.

**Backordered Items:** If your order arrives with an item marked, **Backordered**, you will receive that item as soon as the Forms/Publications center receives that material. You do not need to reorder items marked "backordered".